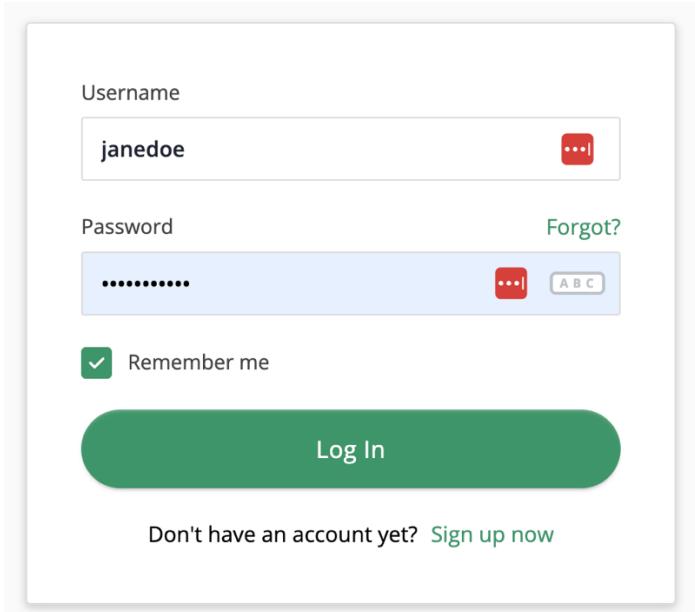


Using our Volunteer System:

Use this link to get to our volunteer website: <https://secure.rotundasoftware.com/30/web-terminal/home>

Step 1:

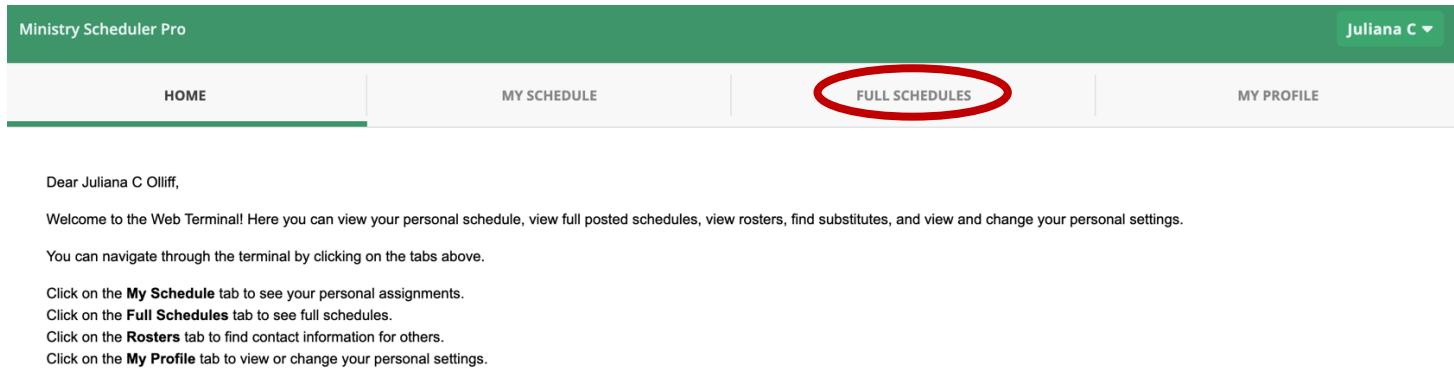
Log into the website using your username and password. Remember to write these down, or email the office for help resetting your password:



A screenshot of a login form. It has fields for 'Username' (janedoe) and 'Password' (redacted). There is a 'Forgot?' link, a 'Remember me' checkbox (checked), and a large green 'Log In' button. Below the button is a link 'Don't have an account yet? [Sign up now](#)'.

Step 2:

You will be redirected to the home page. From there, click 'Full Schedules'.



A screenshot of the 'Ministry Scheduler Pro' home page. The top navigation bar includes 'Ministry Scheduler Pro' and a dropdown for 'Juliana C'. Below the bar are tabs for 'HOME', 'MY SCHEDULE', 'FULL SCHEDULES' (which is circled in red), and 'MY PROFILE'. The main content area starts with a greeting 'Dear Juliana C Olliff,' and a welcome message about the Web Terminal. It then lists navigation instructions for the tabs.

Dear Juliana C Olliff,
Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings.
You can navigate through the terminal by clicking on the tabs above.
Click on the **My Schedule** tab to see your personal assignments.
Click on the **Full Schedules** tab to see full schedules.
Click on the **Rosters** tab to find contact information for others.
Click on the **My Profile** tab to view or change your personal settings.

Step 3:

Once on 'Full Schedules', select what schedule you are interested in signing up for:



A screenshot of the 'Full Schedules' page. The top navigation bar is identical to the home page. The 'FULL SCHEDULES' tab is now active, indicated by a green underline. Below the tabs, a date range 'Dec 1 to Dec 31, 2025' is shown, with 'Jan 1 to Jan 31, 2026' listed below it and circled in red.

Step 4:

Under the dates you have selected, you will be redirected to our sign-up calendar. Each service date is listed. If a name already exists, that position is taken. To volunteer, select 'Volunteer Now' under the position you are interested in filling. **You will only be able to volunteer for positions in ministries that you have previously selected during enrollment. If you would like to add another ministry, email the office.**

January 1 - January 31

Sunday, January 4

	Lector	Lay Eucharistic Minister	Coffee Hour Host	Coffee Hour Assistant	Ushers	Counter	Acolyte
Sunday, 8:30 AM	VOLUNTEER NOW (First Reading)	VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW		VOLUNTEER NOW
Sunday, 11:00 AM	Jane Doe (First Reading)	VOLUNTEER NOW			VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW	

Step 5:

Once you have clicked the position you are interested in, a pop up will show you the following screen. Add in any necessary comments and hit 'Volunteer Now':

Volunteer for this unfilled position

Service
Sunday, Jan 4, 8:30 AM

Ministry
Lay Eucharistic Minister

Comments

I love volunteering!

Nevermind **Volunteer now**

Step 5:

If you have correctly signed up, your name will now appear highlighted under the position you have selected under 'Full Schedules' and will be listed under 'My Schedules' as well:

Sunday, January 4

	Lector	Lay Eucharistic Minister	Coffee Hour Host	Coffee Hour Assistant	Ushers	Counter	Acolyte
Sunday, 8:30 AM	VOLUNTEER NOW (First Reading)	Rowan Larson - REQUEST A SUB	VOLUNTEER NOW	VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW		VOLUNTEER NOW
Sunday, 11:00 AM	Jane Doe (First Reading)	VOLUNTEER NOW			VOLUNTEER NOW VOLUNTEER NOW	VOLUNTEER NOW VOLUNTEER NOW	